



APPLICATION TO OPERATE  
RESIDENTIAL, DAY, RESPITE OR CAMP FACILITY

Date of Application: \_\_\_\_\_

Reason for Application: ☐ Initial Licensing of a New Facility ☐ Renewal

☐ Termination/Closure

Reason for termination/closure: \_\_\_\_\_

☐ Change

☐ in location

☐ in facility type

☐ in number of people served

1. Facility Information (Name): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_

Zip: \_\_\_\_\_

Telephone Number (include area code): \_\_\_\_\_

Type of Facility:

☐ SLP-II ☐ CLOUD ☐ CTH-I ☐ CTH-II ☐ ASW

☐ AAC ☐ WAC ☐ Respite ☐ Camp ☐ Unclassified Program

Capacity (Number of): Children: \_\_\_\_\_ Adult(s): \_\_\_\_\_ Respite: \_\_\_\_\_

(under age 21)

2. Changed Information (Updated): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_

Zip: \_\_\_\_\_

Telephone Number (include area code): \_\_\_\_\_

Type of Facility:

☐ SLP-II ☐ CLOUD ☐ CTH-I ☐ CTH-II ☐ ASW

☐ AAC ☐ WAC ☐ Respite ☐ Camp ☐ Unclassified Program

Capacity (Number of): Children: \_\_\_\_\_ Adult(s): \_\_\_\_\_ Respite: \_\_\_\_\_

(under age 21)

3. For CTH-I or Respite locations: Please Identify all household members (including child(ren) 21 years or younger):

Full Name	Age	Relationship to Caregiver
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_____	_____	_____
Add/Delete/Same		

_____	_____	_____
Add/Delete/Same		

_____	_____	_____
Add/Delete/Same		

_____	_____	_____
Add/Delete/Same		

4. List all licenses and/or certificates maintained by the facility:

Type of license and/or certificate	By Whom
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_____	_____
_____	_____

5. Provider organization having jurisdiction over the facility:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

When requesting a new license, please submit Electrical, HVAC and State Fire Marshal Inspection reports. If a consumer is under 21 years of age and moving into a CTH-I or CTH-II, also submit DHEC Sanitation Inspection. Send to Central Office Attn: Quality Management/Licensing. Documents should be submitted as a single packet.

Statements contained in this application are correct. I understand the facility must be in compliance with all applicable Federal, State, and local laws and regulations, and all applicable DDSN contracts, policies, procedures, and standards, and that noncompliance with these terms may results in enforcement actions as identified in DDSN Directive 104-01-DD and/or DDSN/Provider Contract.

\_\_\_\_\_  
Signature/Head of the Provider Agency

\_\_\_\_\_  
Title

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
County, South Carolina

My Commission Expires: \_\_\_\_\_

104-01-DD

Attachment A (Revised 01/05/15)

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